



# Instructions for Completing a Request for Reauthorization of Activities Under the General Permit for Diversion of Water For Consumptive Use

Use these instructions to complete a *Request for Reauthorization of Activities Under the General Permit for Diversion of Water for Consumptive Use* form (DEP-IWRD-REQ-001R). These instructions are not a substitute for the requirements of any relevant statutes or regulations. You should review all applicable laws and the applicable general permit and its specific eligibility requirements prior to completing the *Request for Reauthorization* form. Remember, it is your responsibility to comply with all applicable laws and to demonstrate in your request for reauthorization that the subject activity complies with all conditions for approval under the general permit.

## Introduction

The Inland Water Resources Division (IWRD) of the Department of Environmental Protection's (DEP) Bureau of Water Protection and Land Reuse administers the *General Permit for Diversion of Water for Consumptive Use*. The DEP issues several general permits to regulate minor activities considered to have minimal environmental effect. A general permit is issued for one or more geographic locations and applies to an entire category of regulated activity, rather than to individual applicants. Those wishing to have their particular regulated activity authorized under an approved general permit must meet certain requirements and conditions contained within the general permit. Like other permits, general permits have limited duration and must be periodically renewed.

Section 378a of the Connecticut General Statutes (CGS) allows the DEP to issue general permits under the Water Diversion Permit program. The *General Permit for Diversion of Water for Consumptive Use – Reauthorization Categories* (DEP-IWRD-GP-001R) is intended for use by those needing to continue their existing coverage obtained under the *General Permit for Diversion of Water for Consumptive Use* (DEP-IWRD-GP-001) expiring June 26, 2007. Only the following categories of activities as originally authorized under the *General Permit for*

*Diversion of Water for Consumptive Use* will be eligible for reauthorization:

- Water Supply Interconnections
- Unregistered Water Supply Systems
- Diversion of up to 250,000 gpd New Water
- Backup Wells
- Small Water Supply System
- Restoration of Lost Capacity

Section 3(a) and 3(b) of the *General Permit for Diversions for Water for Consumptive Use – Reauthorization Categories* lists the provisions and requirements that must be met prior to authorization. You should review the nature of your ongoing activity against these criteria. Requesters are encouraged to include in their request for reauthorization any additional information that would document that these criteria will be met.

## How to Apply

Your request for reauthorization should be submitted simultaneously to the DEP, to certain municipal land-use agencies of the town where the subject activity is located, and to any town in which the activity may have an effect. Pursuant to Section 22a-3a-5(c) of the Regulations of Connecticut State Agencies (RCSA), **your request for reauthorization must be received by the DEP 120 days prior to the expiration date of your**

**current authorization to assure consideration as a timely renewal.**

1. Submit to each municipal agency listed in Part VIII of the *Request for Reauthorization* form one copy of your completed *Request for Reauthorization* form (DEP-IWRD-REQ-001R) and all of its attachments, and
2. Submit to the DEP:
  - a completed *Permit Application Transmittal Form* (DEP-APP-001);
  - the general permit fee (check or money order payable to the “*Department of Environmental Protection*”);
  - the original and two copies of the completed *Request for Reauthorization* form (DEP-IWRD-REQ-001) including all its attachments.

All DEP items must be mailed as a package to:

CENTRAL PERMIT PROCESSING UNIT  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
79 ELM STREET  
HARTFORD, CT 06106-5127

**DEP Action on Requests for Reauthorization Under the General Permit for Diversion of Water for Consumptive Use**

The *General Permit for Diversion of Water for Consumptive Use – Reauthorization Categories* is a “filing-only” type of general permit whereby your activity is considered authorized upon receipt by the DEP of a complete and sufficient request for reauthorization. The DEP will review your request for reauthorization for consistency with the general permit. If the request for reauthorization is found to be, complete, and consistent with the general permit, the requestor will receive a brief notification of such finding. If the request is found to be untimely, the requestor will receive a notice of such finding with instructions on how to remain in

compliance with water diversion law. If the request is found to be incomplete or insufficient, the requestor will receive a brief notification of such finding with instructions on how to remain in compliance with water diversion law. If the request is rejected for any reason, a new general permit authorization fee must be submitted with any new request for reauthorization.

**Instructions for Completing the Request for Reauthorization Form**

A request for reauthorization is made on a form provided by DEP and contains specific information about the requester and the ongoing activity. Requests for approval under the *General Permit for Diversion of Water for Consumptive Use – Reauthorization Categories* (DEP-IWRD-GP-001R) are made using form DEP-IWRD-REQ-001R. After reviewing these instructions, the *Request for Reauthorization* form and the general permit, should you have any questions, please contact IWRD staff for assistance at 860-424-3019.

*Please complete one **Request for Reauthorization** form for each authorization previously approved under the *General Permit for Diversion of Water for Consumptive Use*.*

**Part I: Requester Information**

When completing this part, please use the following standards:

- *Requestor* - Provide the full, legal *company/firm* name. (If identifying an *entity* registered with the Secretary of the State, fill in the name exactly as it is shown on such registration.) If identifying an *individual*, provide the full legal name (include title and suffix) in the following format: Title (Ms, Dr, etc.); First Name; Middle Initial; Last Name; Suffix (Jr, PE, PhD, etc.). The requestor name on your *Request for Reauthorization* form should be identical to the applicant name appearing on the *Permit Application Transmittal Form* (DEP-APP-001).

- *Phone* - Unless otherwise indicated, the phone number provided should be the phone number where the individual can be contacted during the daytime business hours.
- *Contact Person* - Provide the name of the specific individual within the company whom DEP may contact.

## **Part II: Eligible Diversion Activity and Fee Information**

Each eligible activity and its associated fee is listed in this section of the form. Place a check mark by the activity being reauthorized. A 50% discount applies for requests submitted by municipalities. The request for reauthorization will not be processed without the fee. General permit fees are not refundable. Payment should be in the form of a check or money order made payable to “*Department of Environmental Protection*”.

## **Part III: Authorization Type**

In Part III of this form, please provide the existing authorization number and issuance date as it appears on the letter issued by the DEP originally authorizing the subject activity and provide a copy of this letter as Attachment A.

## **Part IV: Compliance and Enforcement History**

Section 26-310 CGS allows the DEP to consider a requestor’s history of compliance with environmental law when acting on their request for reauthorization.

Report in this subsection any “non-compliant” finding included on a *Permit Report Compliance Notice* issued by the IWRD with regards to your current authorization. Also include a completed copy of an *Applicant Compliance Information Form* (DEP-APP-002) available at <http://www.ct.gov/dep/permits&licenses> as Attachment B.

## **Part V: Natural Diversity Data Base**

Section 26-310 CGS provides that any activity authorized by a state agency must not threaten the continued existence or habitat of any endangered or threatened species.

DEP has produced a set of maps titled "State and Federal Listed Species and Natural Communities", which identify areas of concern. These maps are currently available for download on the web at <http://www.ct.gov/dep/endangeredspecies> or by request through the DEP Bookstore (860-424-3555) or during normal business hours in the DEP File Room located on the store level at 79 Elm Street, Hartford.

1. If you determine that your subject activity is located within or near a shaded area of concern, as indicated on these maps, you must submit a completed *Connecticut Natural Diversity Data Base* (NDDB) *Review Request Form* (DEP-APP-007) to:

NATURAL RESOURCES CENTER  
NATURAL DIVERSITY DATA BASE/DATA REQUEST  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
79 ELM STREET  
HARTFORD, CT 06106-5127

This requirement will be necessary *even if you submitted an NDDB request as part of your original authorization process*. It is important to confirm any changes that may have occurred regarding this program since the time of your original authorization.

2. If a field survey of the project area has been conducted to determine the absence or presence of any endangered, threatened or special concern species, indicate on the NDDB Review Request Form the biologist's name who conducted the field survey, his or her address, and a copy of the field survey with the completed NDDB Review Request Form.

After receiving the NDDB *Review Request Form*, DEP’s NDDB program staff will conduct a detailed

review to determine if there will be any impact from your subject activity and you will be notified of their results. When submitting your *Request for Reauthorization* form, please include, as Attachment C, a copy of the completed NDDB Review Request Form along with any other correspondence provided to and received from the NDDB program, **including NDDB's response regarding your activity's potential impact on endangered or threatened species and copies of any field surveys.**

Your request may be rejected if it is determined that the subject activity may have a significant impact on such species or habitat, in which case the requester may seek approval of the subject activity through application for an individual diversion permit.

If you have any questions on this process prior to submitting your request for reauthorization, or need further assistance, call DEP's Permit Assistance Office, 860-424-3003.

## **Part VI: Project Summary**

This part of your request for reauthorization is to be comprised of a narrative statement and data describing the subject activity. This information will be used to substantiate a key requirement of this general permit – that the quantity of your ongoing consumptive withdrawal - and if explicitly quantified on your original authorization, the rate, frequency and duration of that withdrawal - has not increased beyond what was originally authorized under the General Permit for the Diversion of Water for Consumptive Use expiring on June 26, 2007. Any such increase will result in the rejection of your *Request for Reauthorization*.

## **Part VII: Supporting Documents**

This part of the *Request for Reauthorization* form is a summary check list of required information that is appended to your request for reauthorization. The *Request for Reauthorization* form instructs requesters to include certain information as attachments.

Please label all attachments as referenced in the *Request for Reauthorization* form and be sure to include the name of the requester as indicated on the *Permit Application Transmittal Form*. Place a check mark in the appropriate box by each attachment as verification that all attachments have been submitted.

In addition to the information requested in Parts III and V of the *Request for Reauthorization* form, you must prepare and attach to the request as Attachment D a project location map. See Figure A, at the end of these instructions, for an example of how a project location map must be labeled when submitted.

All requesters are encouraged to include in their request for reauthorization any additional information not specifically requested on the *Request for Reauthorization* form that may assist DEP staff as Attachment D.

## **Part VIII: Notice to Municipal Agencies**

Section 22a-378a CGS allows for any person who requests authorization under these general permits to provide certain municipal agencies and commissions with notice of such request. A complete copy of your *Request for Reauthorization* form and all of its attachments comprises such notice and must be submitted to these agencies and commissions at the same time you submit your request to the DEP.

If the subject activity may have an affect in an adjacent municipality, a complete copy of your *Request for Reauthorization* form, including all of its attachments, must also be submitted to the listed agencies and commissions of the adjacent municipality.

If a town's wetlands agency and conservation commission are combined, please note this on Part VIII of the *Request for Reauthorization* form when listing the name and address of the agency.

## Part IX: Application Certification

After the request for reauthorization has been completed it must be reviewed and signed by both the requester and the individual(s) who actually prepared the request for reauthorization. By their signature, they certify that, to the best of their knowledge and belief, the information contained on the request form, including all attachments, is true, accurate and complete.

The certification of the request for reauthorization package shall be signed as follows:

1. For an individual(s) or sole proprietorship: by the individual(s) or proprietor, respectively;
2. For a corporation: by a principal executive officer of at least the level of vice president, or his agent;
3. For a limited liability company (LLC): by a manager, if management of the LLC is vested in a manager(s) in accordance with the company's "Articles of Organization", or by a member of the LLC if no authority is vested in a manager(s);
4. For a partnership: by a general partner;
5. For a municipal, state, or federal agency or department: by either a principal executive officer, a ranking elected official, or by other representatives of such registrant authorized by law.

A request for reauthorization will be considered insufficient unless all required signatures are provided.

## Available Resources:

Below is a list of possible resources for specific information required for this request for reauthorization. Be sure to also check the DEP website, <http://www.ct.gov/dep> and your local town hall or library for maps and other reference materials.

Both the DEP Maps and Publications 860-424-3555 and the DEP File Room 860-424-4180 are located on the store level at 79 Elm Street, Hartford, CT. Please call the appropriate office in advance for hours of operation.

- Endangered or Threatened Species Areas: DEP File Room; "State and Federal Listed Species and Natural Communities"; <http://www.ct.gov/dep/endangeredspecies>
- [USGS Topographic Quadrangle Map:](#) DEP Maps and Publications, 860-424-3555, or USGS Office, 303-202-4700, or US Geological Survey, Western Distribution Branch, Box 25286, Denver Federal Center, Denver, CO 80225 (sells USGS maps and publications) [www.usgs.gov](http://www.usgs.gov)

**Figure A- Project Location Map Sample**

USGS Quadrangle Map: Clinton  
Map Scale: 1:24,000 (1"=2,000')

- Boundary of site
- Areas of regulated activities on site
- Proposed well field (with site boundary)
- Proposed well (site boundary too small to show)
- Project area
- Multiple project areas

